

Christy M. Chronological

cmchronological@eiu.edu

Current Address: Eastern Illinois University • 222 Andrews Hall • Charleston, IL • 217-581-0000

Permanent Address: 123 Main Street • Chicago, IL 60666 • 312-222-8888

OBJECTIVE

Seeking an entry level management consultant position

EDUCATION

Bachelor of Science in Business; Finance

Eastern Illinois University, Charleston, IL

May 20xx

Minor: Political Science

GPA: 3.22/4.0

RELATED EXPERIENCE

First Mid Bank & Trust, Charleston, IL

Summer 20xx

Assistant Operations Center Manager (Internship)

- Coached and motivated loan officers and tellers to meet and exceed performance expectations, solving client problems and ensuring a consistent quality customer experience at the branch
- Developed and implemented action plans to achieve sales and service quality by training sales associates to achieve their full potential
- Participated in the interviewing and selection process of new tellers
- Trained all newly hired teller and loan officers

Urban Outfitters, Chicago, IL

Fall 20xx

Assistant Sales Manager (Internship)

- Aided in training associates on customer service, sales techniques, technical responsibilities and merchandise presentation to clients and customers
- Promoted teamwork among associates to achieve common goals
- Scheduled floor coverage for five departments and aided in the supervision of the associates assigned to those departments
- Supported the interviewing and selection process of all newly hired sales associates

OTHER EXPERIENCE

Eastern Illinois University, Charleston, IL

Fall 20xx

Resident Assistant

- Counseled residents on academic and personal matters
- Planned and implemented programs to cover a diverse range of topics
- Served on Residential Life planning and advising committees
- Motivated residents to join campus organizations

Eastern Illinois University, Charleston, IL

Summer 20xx

Summer Orientation Ambassador

- Assisted in the coordination and planning of welcoming over 1000 freshmen to campus
- Conducted tours of the campus and assisted in giving presentations at Freshman Orientation

COMPUTER SKILLS

Microsoft Word, Excel, Access, PowerPoint

HONORS AND ACTIVITIES

Student Investment Society, Executive Board Member, Fall 20xx -Present

Dean's List 20xx and 20xx

Panhellenic Council, Vice President, Spring 20xx